

**Executive Assistant**  
**Department for Business Development**  
**Kentucky Cabinet for Economic Development**

The Cabinet for Economic Development is seeking an intuitive, self-motivated and highly organized executive assistant to work within its Department for Business Development. The candidate will work directly with the Commissioner and Deputy Commissioner of Business Development, as well as assist the business development team with general administrative duties and special projects. Key responsibilities will entail the following:

- Screen and route telephone calls for the department. Provide periodic backup receptionist coverage for the Cabinet as needed.
- Manage and maintain schedules/calendars for executive staff. Maintain a master leave calendar for the department.
- Schedule various staff, client and other business meetings. Prepare briefings, notes, etc. for Commissioner and Deputy Commissioner to have prior to attending meetings. Schedule meeting rooms for department staff. Greet guests and escort to appropriate meeting rooms.
- Maintain contact lists
- Provide assistance as needed with email management. Compose general correspondence and emails as directed.
- Prepare weekly staff itineraries and activity reports
- Assist in preparation of presentation materials both in written and electronic formats
- Make travel arrangements and process travel vouchers for business development staff. Manage state vehicle requests for department staff.
- Maintain records, reports and files for the Commissioner and Deputy Commissioner
- Process mail for designated staff
- Assist in special projects as needed

The successful candidate will possess a professional demeanor, excel in time management, be proficient in Microsoft Office products and display strong written and verbal communication skills. A college degree is preferred, but candidates with experience will be considered. Applicants should submit a letter of interest and professional resume, including any professional references relevant to consideration to [Stacey.McClellan@ky.gov](mailto:Stacey.McClellan@ky.gov). Applicants and employees in this classification may be required to submit to a drug screening test and background check.

Equal Opportunity Employer M/F/D